

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

7 May 1976

MANAGEMENT COMMUNICATION COURSE

DESCRIPTION

The Management Communication Course assumes that interpersonal communication is a basis for effective management. Emphasis is on one-to-one communication, small group dynamics, briefing techniques, and assessing communication needs within an organization. Current theory and practical application are stressed, and use of TV, films, and relevant exercises supplement group and individual participation.

The course is open to middle-level supervisory and managerial personnel (GS-11 - 15).

<u>DATES OF OFFERINGS</u>	:	26-30 July 1976 1-5 November 1976
<u>LENGTH</u>	:	5 days, full-time
<u>PLACE</u>	:	Chamber of Commerce Building
<u>FREQUENCY</u>	:	2-4 times per year
<u>CLASS SIZE</u>	:	20 maximum
<u>SPECIAL REQUIREMENTS/ PREREQUISITES</u>	:	Pre-course work, six to eight hours; FSM or equivalent.
<u>REGISTRATION DEADLINE</u>	:	Three weeks prior to start of course to assure distribution and completion of pre-course work.

For additional information concerning the new course, call OTR/MATB, extension

STATINTL

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